

JOB ANNOUNCEMENT

Job Title: Employment Technician

Hours Per Week: 37.5 hours per week - Provisional Status

Current Salary Range: \$42,972 to \$50,556 per year

Anticipated Number of Openings: 1

Probation Period: 6-months

Duration of Eligible List: 7-months

Own it, Solve it, Take Pride!

Your career here offers the opportunity for challenging work, providing innovative solutions, and enhancing the services for more than 87,000 citizens. We know that you are driven to challenge the status quo and would like the opportunity to talk more with you about the career opportunities that we currently have available.

Our community offers outdoor adventures (hiking, skiing, hunting, boating, biking, and much more) and competitive sports (including nationally ranked collegiate teams), balanced with quality arts found only in this area. Take pride in residing in this community and enjoy exceptional health (in some cases, fully paid premiums), dental, and life insurance benefits, as well as retirement plan contributions and deferred compensation options.

Job Summary: The Employment Technician is responsible for planning, developing, and implementing programs to assist clients in becoming self-sufficient by teaching them job search and job retention skills and guiding them through the job search process.

Minimum Qualifications: Possession of a college degree in human services/human resources or other management-based field AND one year of related professional experience.

Obtaining Applications: Application packets are available at the Human Resources Division, 411 West First Street Room 313, Duluth, MN 55802 from 8:00 AM to 4:30 PM weekdays except holidays. The fillable PDF version of this application can be found and filled out on our website www.duluthmn.gov/employment.

Filing Applications: APPLICATIONS MUST BE RECEIVED BY 4:30 PM LOCAL TIME ON THE CLOSING DATE OF DECEMBER 14, 2012. Job applicants must meet all minimum qualifications listed above by the closing date of the application period. The complete job description is included in the application packet. Applications can be submitted to the Human Resources Office in person, by mail, or as an email attachment to hrinformation@duluthmn.gov. It is the responsibility of the applicant to verify that the application is on file on or before the closing date.

**December 5, 2012
Job Number M1259**



**The City of Duluth is an Equal Opportunity
Affirmative Action Employer**

**City of Duluth
Human Resources**
411 West First St - City Hall 313
Duluth, MN 55802-1195
www.duluthmn.gov/employment

EMPLOYMENT TECHNICIAN

PURPOSE: In compliance with government regulations and grant performance standards, plan, develop and implement programs to assist clients in becoming self-sufficient by teaching them job search and job retention skills and guiding them through the job search process.

FUNCTIONAL AREAS:

1. Formulate and implement employment programs.
 - A. Develop the format and curriculum for presentations and workshops that teach clients methods to obtain work.
 - B. Conduct group orientation sessions to explain programs and services available.
 - C. Instruct clients in job search and job retention strategies.
 - * D. Inform clients of and make referrals to other appropriate community resources.
 - * E. Recruit, enroll, and evaluate clients' performance in job placement programs.
 - * F. Determine the need for and authorize support services within established guidelines.
 - * G. Analyze employment trends in order to advise clients in their job search.
 - H. Develop and update resource materials for use by clients.
2. Determine program eligibility, develop employability plans, and manage a case load.
 - * A. Interview applicants to determine program eligibility.
 - * B. Refer ineligible applicants to other community resources.
 - C. Assess clients' employability through testing and other means to evaluate interests, aptitudes, abilities and barriers to employment.
 - * D. Develop with clients employment action plans based on evaluation and testing results.
 - * E. Advise and refer clients to additional resources when appropriate.
 - * F. Counsel and guide clients towards successful implementation of their employment plans.
 - * G. Evaluate clients' progress, apply sanctions for noncompliance, and confront clients when necessary.
 - * H. Create and maintain confidential records and files.
3. Formulate and implement job development programs.
 - A. Serve as liaison to private industry to solicit and fill job openings.
 - B. Write employment contracts.
 - C. Present information regarding programs to community and business groups.
 - * D. Act as job coach and job mentor.
4. Perform related tasks.
 - * A. Prepare required reports.
 - B. Develop and conduct employer and client surveys.
 - * C. Correspond and collaborate with other agencies providing client services.
 - * D. Access and record client and community resource information using computers to input and retrieve information.
 - E. Serve as a member of committees and interdisciplinary teams as required.

- F. Transport clients using office van, when necessary.
- G. Perform related duties as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ♦ A. Possession of a college degree in a human service/human resource or management-based field (such as vocational rehabilitation, public administration, human resource management, sociology, or psychology) plus one (1) year of experience in job placement, career counseling, or a related field.

Knowledge Requirements

- ♦ A. Knowledge of individual and group counseling techniques used in assessment, career and short-term personal counseling, and crisis intervention.
- ♦ B. Knowledge of problem-solving and conflict resolution techniques.
- ♦ C. Knowledge of job training programs and the laws and regulations governing them.
- ♦ D. Knowledge of available community programs and resources for employment, financial, social and personal services.
- ♦ E. Knowledge of local, regional, and national labor market trends.
- ♦ F. Knowledge of effective job search and job retention strategies.

Skill Requirements

- ♦ A. Skill in interviewing to obtain financial and personal information to determine eligibility and to assess employment needs, aptitudes, and goals.
- ♦ B. Skill in analyzing and organizing information to develop, evaluate, and improve programs and to develop, monitor, and revise employability plans.
- ♦ C. Skill in performing arithmetic and algebraic calculations involving fractions, decimals, percentages, ratios, and descriptive statistics.
- ♦ D. Skill in writing reports from raw data and information.
- ♦ E. Skill in communicating effectively on a one-to-one basis and before large and small groups.
- ♦ F. Skill in conflict management.

Ability Requirements

- ♦ A. Ability to prepare effective reports and presentations.
- ♦ B. Ability to administer applicable career development tests and to interpret and apply assessment data to career development goals.
- ♦ C. Ability to motivate, encourage, and confront clients.
- ♦ D. Ability to investigate and resolve complaints of clients and employers.
- ♦ E. Ability to read, understand, interpret and properly apply complex guidelines, regulations, and policies.
- ♦ F. Ability to use computer-based career information systems and computer applications including word processing, data base management, and spreadsheets.
- ♦ G. Ability to work with confidential data in compliance with federal regulations.

- ◆ H. Ability to work under pressure of time and conflicting demands.
- ◆ I. Ability to work effectively as a member of a self-managed team, including decision-making regarding operations.
- ◆ J. Ability to develop and maintain effective and cooperative working relationships with co-workers, businesses, agencies, and the general public, including people of varied social and economic backgrounds.
- K. Ability to obtain a regular Minnesota driver's license or privilege, if required.
- ◆ N. Ability to maintain regular work attendance.

Physical Requirements

- ◆ A. Ability to transport oneself to, from, and around sites of programs and meetings.
- ◆ B. Ability to occasionally push, pull, lift to move and carry equipment weighing up to 10 pounds.

- * Essential functions of the job
- ◆ Job requirements necessary on the first day of employment

Anlst: CT	Class: 3421	Union: Basic	Pay: 131	CSB: 20090317
CC: 20090413	Res: 09-0201R	EEOC: Professional	EEOF: Other	WC: 8810



Human Resources Division
411 W. 1st Street - 313 City Hall
Duluth, Minnesota 55802-1195
Phone: (218) 730-5210 Fax: (218) 730-5906
Email: hrinformation@duluthmn.gov

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

We welcome your application for employment. Please provide us with complete information so that we may give you full consideration of your application. Depending on the position, you may be asked to complete an additional questionnaire or supply us with further information. **READ PAGE 2 BEFORE YOU BEGIN- PRINT clearly with INK or TYPE**

Title of Position for which you are applying:

PERSONAL INFORMATION

Last Name	First Name	Middle Name	Home Phone
Street Address		Apt No.	Mobile Phone
City	State	Zip Code	Work Phone
Email Address:			May we call you at work? Yes _____ No _____

Are you eligible for veterans' preference? (Veterans who have separated under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty. Spouses of disabled or deceased veterans may also qualify.)

Yes _____ No _____

If you wish to receive Veterans' Preference Points, you must attach a [City of Duluth Veterans' Preference Application](#) along with required documentation (DD214 Form) indicating honorable discharge.

ATTENTION – THIS STATEMENT MUST BE SIGNED.

PLEASE COMPLETE THE ENTIRE APPLICATION BEFORE SIGNING THIS PAGE.

ANY FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW.

Read the following statements carefully before you sign this application.

I hereby authorize the City of Duluth and any agent acting on its behalf to conduct an inquiry to any job-related information contained on this application, including, but not limited to my records maintained by an educational institution relating to academic performance. I hereby authorize all current and previous employers (unless noted otherwise) to release any information in their files pertaining to my employment history, including but not limited to, the nature of my employment, wages, attendance records, performance reviews and disciplinary actions. I hereby release the City of Duluth and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

____ YES ____ YES, but not present employer until job is offered ____ NO (we may be unable to hire you without this information)

I certify that all of the statements by me in this application are true, complete and correct to the best of my knowledge and are made in good faith. **I understand that any false information or omission of information from this application may be cause for rejection or dismissal if employed.** I have read the Data Privacy Advisory (on Page 2) and agree to supply the information on this form with full knowledge of the meaning of that warning.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

FOR INTERNAL USE ONLY

Job Number	Date Logged	Action	Notification

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

If you do not provide complete information, you may receive an inaccurate score or be removed from further consideration. So that your application will be processed accurately, please do the following:

- 1.) Work Experience Section: for jobs with an experience of training rating, your score will be determined by an evaluation of the job-related experience and training you describe on the application. Be specific and complete.
 - List your present or most recent experience first, including all job-related volunteer and/or unpaid experience.
 - List each promotion as a separate job, even though it may have been with the same department or organization.
 - If you attach additional information sheet(s), include all of the information requested on the application, i.e., organization, position title, length of employment, total time, hours per week, major activities and percentages. If hours per week vary, please use the average number of hours per week.
 - Part-time work experience is prorated to the number of hours worked, using a 40-hour work week as the standard for full-time work.
 - To receive proper credit, list the five most important and/or time-consuming duties and the percentage of time spent on each for each position. Do not include unimportant job duties which are performed only occasionally.
 - Do not write "see prior applications."
- 2.) Your application and supporting material becomes the property of the City of Duluth upon submission and cannot be returned. Work samples, letters of recommendation and the like should not be submitted with the application. However, you may bring such material to an actual employment interview.
- 3.) It is your responsibility to notify our office of any name, address, or phone number changes.
- 4.) An accepted application is subject to later rejection if it does not show qualifications required by the examination announcement or if there is any false statement by an applicant during the hiring process. A false statement is also sufficient cause for discharge after appointment.

ALTERNATIVE EXAM PROCESS: for persons who qualify under the Americans with Disabilities Act (ADA), alternative exam processes are available on an individual basis upon prior arrangement. Contact Human Resources, 313 City Hall, (218) 730-5210, as soon as possible prior to the scheduled date of the exam.

DATA PRIVACY ADVISORY

This application is to assist in the process of referring you to City departments for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to City departments where you may be considered for employment. Names of applicants become public when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position.

Private Data	Why we ask for it	Are you legally obligated to provide it?	What may happen if I don't provide it?
Name	To distinguish you from all other applicants	Yes	Failure to provide information may be cause for rejecting an application.
Social Security Number	To distinguish you from all applicants and to make processing more efficient	No	In most cases, nothing. However, it will help to ensure that we do not confuse your records with others.
Street Address Route or Box No.	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting an application.
Telephone Numbers, Email Address	To be able to contact you to determine availability for an interview	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Sex, Racial/Ethnic, Disability status	To be able to make Equal Opportunity reports, and provide affirmative action	No	We will not be able to accurately assess our recruitment efforts as an affirmative action employer.

ALL OTHER INFORMATION ON THE APPLICATION FORM IS PUBLIC. THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE.

IMPORTANT: This page and work experience attachments will be duplicated for the hiring authority.

PLEASE NOTE: Complete the application thoroughly. "See résumé" is not an acceptable response for any entries on this application. Candidates will be ranked only on the information submitted in this application. Résumés and other supplemental materials will be considered in addition to, but not in lieu of this application.

FORMAL EDUCATION

To receive credit for post-secondary education, you MUST submit a copy of your transcripts or diploma.

Do you have a high school diploma or GED equivalency? Yes _____ No _____

College, University or Professional School (List All Undergraduate and Graduate Work)	Total Months Attended	Total Credits Earned	Degree		Major Field(s)
			Type AA, BS, MBA, etc.	Date Received or Anticipated	
<u>Name and Location</u>					
1					
2					
3					

Business, Correspondence, Trade, Technical or Vocational School	Total Months Attended	Full-Time	Part- Time Hrs/Wk	Certificate Received? Yes or No	% of Coursework Completed	Program Title
<u>Name and Location</u>						
4						
5						
6						

PROFESSIONAL LICENSES OR CERTIFICATIONS

If the position requires a license, certification, registration or similar credential, attach a photocopy of the credential and complete the information below.

<u>Credentialing Organization</u>	<u>Profession</u>	<u>Number</u>
Example: MN Board of Nursing	RN	0000000

ADDITIONAL TRAINING RECEIVED

Please summarize any or all related coursework or training you have received which may be relevant to this position.
(you may attach a separate page or summary)

WORK EXPERIENCE

Provide a complete description of all qualifying experiences, paid and/or volunteer, starting with the most recent position held.
ATTACH ADDITIONAL SHEETS IF NECESSARY. BE SURE TO INCLUDE ALL INFORMATION REQUESTED BELOW.
(Please refer to instructions on Page 2)

7	Organization:	Address:	
Supervisor Name and Title:		Phone:	
Position Title:		Dates Employed	
Machines/equipment you used:		From:	To:
		<u>Month/Year</u>	<u>Month/Year</u>
Number & Title(s) of people you supervised:		Hours/Week:	
Reason for Leaving:		(average if hours vary)	
Major Activities/Duties Performed:			% of time
1.			
2.			
3.			
4.			
5.			
TOTAL			= 100%

8	Organization:	Address:	
Supervisor Name and Title:		Phone:	
Position Title:		Dates Employed	
Machines/equipment you used:		From:	To:
		<u>Month/Year</u>	<u>Month/Year</u>
Number & Title(s) of people you supervised:		Hours/Week:	
Reason for Leaving:		(average if hours vary)	
Major Activities/Duties Performed:			% of time
1.			
2.			
3.			
4.			
5.			
TOTAL			= 100%

TOTAL = 100%

TOTAL = 100%

ADDITIONAL RELATED EXPERIENCES

PLEASE LIST ANY OTHER EMPLOYMENT EXPERIENCE OR VOLUNTEER WORK YOU PERFORMED THAT YOU THINK IS RELEVANT TO THE POSITION IN WHICH YOU ARE APPLYING AND WILL ASSIST US IN MAKING A DETERMINATION BASED ON YOUR QUALIFICATIONS.

GENERAL INFORMATION

Are you authorized to work in the U.S. on an unrestricted basis and are able to produce sufficient documentation upon employment?

☐ Yes ☐ No

If you are not a U.S. citizen, attach a copy of your INS employment authorization form.

Are you over the age of 18?

☐ Yes ☐ No

COMPLETE ONLY IF POSITION REQUIRES A VALID DRIVER'S LICENSE

Do you possess a valid driver's license? ☐ Yes ☐ No

If yes, in which state is your license valid? _____

Please check which license you hold:

Class ☐ A ☐ B ☐ C ☐ D

List Endorsements: _____

License Number: _____

Expiration Date: _____

CRIMINAL BACKGROUND CHECK

The City of Duluth conducts a thorough criminal history background check as well as other forms of background verifications as a condition of employment for all positions. For some positions (example: sworn police, fire and public safety positions), certain felony convictions (and other convictions mandated by the state licensing boards) will automatically disqualify the applicant from further consideration.

Candidates for positions working with children and vulnerable adults will be disqualified if they have been convicted of any crime listed in the Child Protection Worker Act (MN Statutes 299C.61 & 62). Generally, this includes child abuse crimes, murder, manslaughter, felony level assault, or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, and prostitution-related crimes.

For all other positions, convictions may not automatically disqualify the candidate from employment. Each case is considered on its individual merits and the type of work sought, etc.

Finalists for all positions will be provided a background letter request and a form to provide authorization to release information, which will include further details and instructions relevant to the position. Before any applicant is rejected based on their criminal conviction, he or she will be notified in writing and will be given any rights afforded by Minnesota Statutes Chapter 364. This includes the right to show evidence of rehabilitation.

Any applicant who makes false statements or withholds any information will cause them to be barred from employment or removed from employment.



City of Duluth

Human Resources

Equal Opportunity Reporting Data

The following information is collected for statistical reporting purposes and will not be considered in the hiring decision. This page will be separated from the application and not communicated with individuals who have input to the hiring decision. This information is voluntary, but we ask that you complete it in order to assist us in our recruiting and reporting efforts. Please print clearly to prevent mistakes in data entry. Thank you for filling this out.

Last Name		First Name		Middle Name									
Street Address				Apt No.									
City			State		Zip Code								
Home Phone		Mobile Phone		Work Phone									
Email Address			Job Title/Job Number										
Veteran Status: <input type="checkbox"/> Not a Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Spouse of Disabled/Deceased Veteran													
Ethnic Status, Please check a box below: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Black (not of Hispanic origin) <input type="checkbox"/> White (not of Hispanic origin)													
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male													
Age Group: <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-39 <input type="checkbox"/> 40 or Over													
How did you hear about this job? <table border="0"><tr><td><input type="checkbox"/> City of Duluth Website</td><td><input type="checkbox"/> Workforce Development Office</td></tr><tr><td><input type="checkbox"/> Friend or Relative</td><td><input type="checkbox"/> City Bulletin Board</td></tr><tr><td><input type="checkbox"/> LinkUp Website</td><td><input type="checkbox"/> Other Website: _____</td></tr><tr><td><input type="checkbox"/> Newspaper Printed Ad</td><td><input type="checkbox"/> Other: _____</td></tr></table>						<input type="checkbox"/> City of Duluth Website	<input type="checkbox"/> Workforce Development Office	<input type="checkbox"/> Friend or Relative	<input type="checkbox"/> City Bulletin Board	<input type="checkbox"/> LinkUp Website	<input type="checkbox"/> Other Website: _____	<input type="checkbox"/> Newspaper Printed Ad	<input type="checkbox"/> Other: _____
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